

HALL MEMORIAL LIBRARY MEETING ROOM POLICY AND REGULATIONS

The Hall Memorial Library has three meeting rooms available for use by the community, without charge. Community-based groups and businesses, and groups with Ellington members may use the rooms, following the guidelines. Library programs and activities have first priority.

Groups and businesses may use the rooms for internal business meetings, educational, cultural or civic activities, or activities of general interest to the community. The rooms may not be used for private parties, political campaigns or religious activities. Products or services may not be advertised or sold.

Admission fees, collections, or fund-raising activities other than those that benefit the library are not permitted.

Smoking or alcoholic beverages are not permitted anywhere in the building. Light refreshments are permitted in the meeting rooms only.

Phone messages will be taken for meeting attendees only in emergencies.

Juvenile groups, under the age of 18, may use the rooms only with verified adult supervision, including one adult per group of 10 juveniles present at the program.

In order to maintain equal accessibility, meetings may be booked according to the following schedule:

– Single meetings may be booked no earlier than 6 months in advance of the meeting date, and no later than one week prior to the date.

– Monthly meetings may be booked for quarters, i.e., January-March, April-June, July-September, and October-December, no earlier than one month prior to first meeting date, and no later than one week prior to first meeting date.

– Weekly or bi-weekly meetings, i.e., Girl Scouts and Boy Scouts, may be booked quarterly, as above, no earlier than one month before the first meeting date, and no later than one week prior to first meeting date.

– Instructional series, requiring several meetings during one week or one month, may be accommodated if possible, and will be arranged at the discretion of the Library Director.

– Businesses may book the rooms weekdays, between 9:00 AM and 5:00 PM, according to the above schedule.

Dates may be reserved tentatively by telephone, but an application form must be completed and approved in order to confirm the reservation. All applications are approved at the discretion of the Library Director. Any exceptions may be made only with the permission of the Library Director, and must be presented in writing.

The library must be notified of any cancellations. If the library is closed due to storms or other emergencies, scheduled groups will be notified, but it is the responsibility of the organization to notify those who would be attending the meeting. The library is not responsible for any cost incurred by any organization as a result of such closings.

The Library is not responsible for damages or loss to equipment, supplies or personal property of organizations or members.

**APPROPRIATE BEHAVIOR IS NECESSARY AT ALL TIMES, IN THE ROOMS, IN THE LIBRARY
AND ON THE GROUNDS.**

**HALL MEMORIAL LIBRARY
93 MAIN STREET, P.O. BOX 280
ELLINGTON, CONN. 06029
(860) 870-3160
FAX (860) 870-3163
EMAIL: hallmlib@biblio.org**

HALL MEMORIAL LIBRARY MEETING ROOM APPLICATION

The Hall Memorial Library has three meeting rooms available for use.

***Upstairs Meeting Room** – 80 persons. Tables, chairs, and a kitchenette are available. Light refreshments may be served. For meetings during library hours only (M-TH 10 AM-8 PM, F-SA 10 AM-5 PM). Not appropriate for noisy activities.

***The Children's Department Craft/Program Room** – 40 persons. Tables, chairs and running water are available. Light refreshments may be served. For meetings during library hours only (M-TH 10 AM-8 PM, F-SA 10 AM-5 PM). Best choice for children's groups.

***The McKnight Community Room** – 25 persons. Tables, chairs, and a kitchen are available. Light refreshments may be served. Available for meetings extending beyond library hours, 9:00 AM-10:30 PM weekdays; occupancy must begin or end during library hours. Not available for weekly evening meetings.

Groups are responsible for setting up the rooms, for cleaning up afterwards, and bringing all supplies needed. No supplies may be stored. Only those items listed below are supplied.

PLEASE FILL OUT THE FOLLOWING APPLICATION COMPLETELY

ORGANIZATION _____

ADDRESS _____

RESPONSIBLE PARTY MAKING APPLICATION _____

TITLE _____

PHONE (H) _____ (W) _____

DATE(S) OF MEETINGS _____

TIME(S) OF MEETINGS _____

PURPOSE OF MEETING _____

APPROXIMATE ATTENDANCE _____

ROOM REQUESTED:

MCKNIGHT COMMUNITY ROOM (25 persons) _____ CHILDREN'S DEPT. PROGRAM ROOM (40 persons) _____
UPSTAIRS MEETING ROOM (80 persons) _____

EQUIPMENT REQUESTED:

TABLES _____ CHAIRS _____ LECTERN _____ 16mm PROJECTOR _____ SCREEN _____ WHITE BOARD/EASEL _____
VIDEO CASSETTE PLAYER/MONITOR _____ 30-cup COFFEE MAKER _____ OVERHEAD PROJECTOR _____
RECORD PLAYER _____ AUDIO CASSETTE PLAYER _____

I understand that my organization will be responsible for any damage incurred; that the guidelines for meeting room use must be adhered to; and that our continued use of the meeting rooms depends upon our ability to follow these guidelines. I have read the guidelines before filling out this application.

SIGNATURE OF APPLICANT _____ DATE _____

APPLICATION APPROVED BY _____ DATE _____